

C. I. G. Administrative Instructions

UNCLASSIFIED

1 of 1

STATINTL

CENTRAL INTELLIGENCE AGENCY NOV 7 1949  
Washington, D. C.

2 November 1949

STATINTL

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

SUBJECT: Classification Act of 1949

1. The Classification Act of 1949 establishes a standard plan for the allocation of positions, provides a schedule of rates of compensation and, among many other provisions, exempts the Central Intelligence Agency from the Act.

2. CIA will adhere to the provisions of this Act. Agency positions will be classified in accordance with Civil Service Commission and Agency standards and will be allocated with adherence to basic classification principles and compensation schedules set forth in the Classification Act of 1949.

3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS" (General Schedule). The "CRC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic pay increases every 52 or 78 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases may be given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate.

4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the Administrative or Special Support Staff, as appropriate, and will be finally certified and approved by the Personnel Staff.

5. No positions above grade "GS-15" are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized.

STATINTL

6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

Captain, USN  
Executive

1 Attachment

DISTRIBUTION: All CIA Employees

## **YOUR NEW PAY RATE AND GRADE**

Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old		Grade & Pay Step Old	
New		New		New		New		New	
SP-1		P-1		CAF-10		CAF-16		CPC-5	
2020		CAF-5		GS-10		11200		CPC-5	
2091		SP-6		4855.80	5000	11400	2545.52	CPC-5	
2152		2974.80	3100	4981.20	5125	11600	2545.56	2754	
2218		3100.20	3225	5106.60	5250	11800	2721	2814	
2284		3035.60	3350	5221.00	5375	12000	2799.24	2914	
2300		3351	3475	5337.40	5500		2874.48	2994	
2423.04		2280	3476.40	5482.80	5625		2945.72	3074	
2212		2360	3601.80	5608.20	5750		3024.96	3154	
2152		2324	3721.20						
SP-2		2520	3850						
2218		2300							
2152		2423.04	2680						
2218		2498.28							
2284		3351							
2300		3476.40	3575						
2423.04		3601.80	3700						
2498.28		3721.20	3825						
2573.52		3852.60	3950						
		3978	4075						
		4103.40	4200						
CAF-2		P-2							
SP-3		CAF-7							
2284		SP-4							
2350		2450	3272.20						
2423.04		2530	3852.60						
2498.28		2610	3978						
2573.52		2690	4103.40						
2648.76		2770	4229.00						
2724		2650	4325						
		4479.60	4450						
CAF 3		CAF-4							
SP-4		CAF-8							
2498.28		2650	4103.40	4200					
2423.32		2730	4228.80	4325					
2498.76		2810	4420	4550					
2724		4479.60	4575						
2799.24		2970	4605	4700					
2874.48		3050	4730.40	4825					
2949.72		3130	4855.80	4950					
CAF-4		P-3							
SP-5		CAF-9							
2724		2875	4479.60	4600					
2799.24		2955	4605	4725					
2874.48		3035	4704.40	4850					
2949.72		3115	4855.80	4975					
2949.76		3195	4981.20	5100					
3100.20		3275	5106.60	5225					
3175.44		3355	5232	5350					
CAF-5		CAF-15							
SP-6		GS-4							
2724		2875							
2799.24		2955							
2874.48		3035							
2949.72		3115							
2949.76		3195							
3100.20		3275							
3175.44		3355							

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

2 November 1949

SUBJECT: Classification Act of 1949

STATINTL

1. The Classification Act of 1949 establishes a standard plan for the allocation of positions, provides a schedule of rates of compensation and, among many other provisions, exempts the Central Intelligence Agency from the Act.

2. CIA will adhere to the provisions of this Act. Agency positions will be classified in accordance with Civil Service Commission and Agency standards and will be allocated with adherence to basic classification principles and compensation schedules set forth in the Classification Act of 1949.

3. The passage of this Act does not affect the title of your position, your duties or job qualification requirements. The "CAF", "P", and "SP" grades have been merged into a single schedule called "GS" (General Schedule). The "CPC" service grade structure remains unchanged. If your pay has been set by prevailing wage rates or a similar method, it will not be affected by this Act. You will continue to receive periodic pay increases every 52 or 78 weeks, depending upon your grade, providing your service and conduct are satisfactory and your efficiency rating is "Good" or better. Additional one step increases may be given for meritorious service. If you are in "GS-10" or below and are at the top of that grade, you are eligible for a one step longevity increase for each three years you have served at the top of that grade, provided you have been in your present grade (the equivalent or a higher one) for at least 10 years. A conversion chart is attached which informs you of your new "GS" grade and salary rate.

4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the Administrative or Special Support Staff, as appropriate, and will be finally certified and approved by the Personnel Staff.

5. No positions above grade "GS-15" are authorized for CIA. It is not possible at this time to determine if or when such positions will be authorized.

6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]  
Captain, USN/  
Executive

1 Attachment

DISTRIBUTION: All CIA Employees

## YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New	
SP-1	CAF-5	SP-6	GS-5	CAF-10	GS-10	CAF-16	GS-16	CPC-5	CPC-5	CAF-17	GS-17	CPC-6	CPC-6	CPC-7	CPC-7
2020.1	2086.1	2974.80	3100.20	4945.40	5100.00	11200	11400	2641.76	2674	11400	11600	2724	2754	2914	2934
2152	2218	3225.60	3350	5106.60	5250	11600	11800	2799.24	2834	12000	12000	2874.48	2914	3074	3094
2288	2288	3354.40	3475	5357.40	5500	11800	12000	2949.72	3074	3600	3625	3024.96	3140	3224	3240
2350	2350	3476.40	3601.80	5462.80	5625	12000	12200	3175.44	3250	3600.20	3725	3250.68	3380	3456	3525
2423.04	2152	2360	2725	5600.20	5750	12200	12400	2799.24	2834	3727.20	3850	3250.68	3380	3456	3525
2218	2218	2520	2520	5800	5950	12400	12600	2874.48	2914	3852.60	3975	3380	3456	3525	3525
2350	2350	2600	2600	5984.40	6000	12600	12800	3024.96	3140	3975	4000	3456	3525	3525	3525
2152	2423.04	2680	2680	6000	6200	12800	13000	3175.44	3250	4000	4200	3525	3600	3600	3600
2218	2498.28	3476.40	3601.80	6235.20	6400	13000	13200	3224	3300	4200	4400	3600	3725	3725	3725
2288	2288	3727.20	3825	6400	6550	13200	13400	3351	3425	4400	4550	3725	3850	3850	3850
2350	2423.04	3852.60	3975	6550	6700	13400	13600	3476.40	3525	4550	4700	3850	3975	3975	3975
2498.28	2573.52	4000	4103.40	6700	6850	13600	13800	3601.80	3650	4700	4850	3975	4103.40	4103.40	4103.40
2573.52	2573.52	4200	4200	6850	7000	13800	14000	3727.20	3850	4850	5000	4103.40	4224	4224	4224
CAF-2	CAF-2	CAF-6	CAF-7	CAF-11	CAF-11	1410	1510	3850	3975	5000	5125	4103.40	4224	4224	4224
SP-3	SP-3	SP-7	GS-6	5400	5600	1510	1570	3975	4103.40	5125	5350	4224	4350	4350	4350
2284	2284	2350	2350	5600	5800	1570	1630	4103.40	4224	5350	5625	4350	4500	4500	4500
2350	2350	2423.04	2423.04	5800	6000	1630	1690	4224	4350	5625	5875	4500	4650	4650	4650
2152	2152	2498.28	2498.28	6000	6200	1690	1750	4350	4500	5875	6125	4650	4800	4800	4800
2218	2218	3476.40	3601.80	6200	6400	1750	1810	4474.60	4625	6125	6375	4800	4950	4950	4950
2288	2288	3727.20	3825	6400	6550	1810	1870	4625	4776.40	6375	6550	4950	5125	5125	5125
2350	2350	3852.60	3975	6550	6700	1870	1930	4776.40	4950	6550	6700	5125	5350	5350	5350
2423.04	2423.04	4000	4103.40	6700	6850	1930	2000	5000	5125	6700	6850	5350	5500	5500	5500
2498.28	2498.28	4200	4200	6850	7000	2000	2120	3224	3300	6850	7000	5500	5625	5625	5625
2573.52	2573.52	4400	4400	7000	7200	2120	2260	3300	3425	7000	7200	5625	5750	5750	5750
CAF-3	CAF-3	CAF-7	GS-7	7192.80	7200	1660	1810	3476.40	3525	7200	7322	4103.40	4224	4224	4224
SP-4	SP-4	SP-8	CAF-7	7192.80	7200	1810	1930	3601.80	3650	7200	7322	4224	4350	4350	4350
2284	2284	2450	2450	7200	7322	1930	2000	3727.20	3850	7322	7440	4350	4500	4500	4500
2350	2350	2530	2530	7322	7440	2000	2120	3850	3975	7440	7560	4500	4650	4650	4650
2423.04	2423.04	2610	2610	7440	7600	2120	2260	3975	4103.40	7560	7680	4650	4800	4800	4800
2498.28	2498.28	2690	2690	7600	7800	2260	2380	4103.40	4224	7680	7800	4800	4950	4950	4950
2573.52	2573.52	2770	2770	7800	8000	2380	2496.40	4224	4350	7800	8000	4950	5125	5125	5125
2288	2288	2850	2850	8000	8200	2496.40	2620	4350	4500	8000	8200	5125	5350	5350	5350
2350	2350	4474.60	4474.60	8200	8400	2620	2770	4500	4650	8200	8400	5350	5500	5500	5500
2423.04	2423.04	4575	4575	8400	8600	2770	2900	4650	4800	8400	8600	5500	5625	5625	5625
2498.28	2498.28	4776.40	4776.40	8600	8808.75	2900	3000	4800	4950	8600	8808.75	5625	5750	5750	5750
2573.52	2573.52	4975	4975	8808.75	9000	3000	3120	4950	5125	9000	9218	5750	5900	5900	5900
CAF-4	CAF-4	CAF-8	CAF-8	9000	9108	3120	3250	5125	5350	9108	9218	5900	6000	6000	6000
SP-5	SP-5	CAF-9	CAF-9	9108	9218	3250	3372	5350	5500	9218	9330	6000	6120	6120	6120
2284	2284	2875	4479.60	9218	10000	3372	3500	5500	5625	10000	10250	6120	6275	6275	6275
2350	2350	2875	4675	10000	10250	3500	3625	5625	5750	10250	10500	6275	6400	6400	6400
2423.04	2423.04	3035	4730.40	4850	10250	3625	3750	5750	5875	10250	10500	6400	6550	6550	6550
2498.28	2498.28	3115	4855.80	4975	10305	3750	3875	5875	6000	10305	10550	6550	6700	6700	6700
2573.52	2573.52	3130	4981.20	5100	10305	3875	4000	6000	6125	10305	10550	6700	6850	6850	6850
CAF-4	CAF-4	3130	5100	5100	5225	4000	4125	6125	6275	10305	10550	6850	7000	7000	7000
SP-5	3175.44	3275	5100	5225	5350	4125	4250	6275	6400	10305	10550	7000	7125	7125	7125
2284	3175.44	3335	5225	5350	5500	4250	4375	6400	6550	10305	10550	7125	7275	7275	7275

STATINTL

ADMINISTRATIVE INSTRUCTION

7/10/49  
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4. All CIA positions, irrespective of nature, type of funds from which paid or geographic location will be classified by the respective ~~Administrative~~ Support Staff and will be finally certified and approved by the Personnel Staff.

5. The Personnel Director will, in accordance with General Order ~~1~~ (Revised), determine the policy and procedure necessary in effecting the provisions of this instruction.

STATINTL

5. No positions above grade GS-15 are ~~to~~ authorized for CIA. It is not possible at this time to determine ~~whether~~ when such positions will be authorized ~~at least in the near future~~.

JR

QAM  
attach

CW

Director - All CIA Employees

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

2 November 1949

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6. The Personnel Director will, in accordance with General Order [REDACTED] (Revised), determine the policy and procedure necessary in effecting the provisions of this Instruction.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE: *John*

STATINTL

*As of the fall of 1949, [REDACTED] positions are approved,  
subject to classification review by the [REDACTED]  
(Administrative and Special Support Staff as  
appropriate and final approval by the [REDACTED]  
1 Attachment Personnel Director.*

Captain, USN  
Executive

DISTRIBUTION: All CIA Employees

## YOUR NEW PAY RATE AND GRADE

Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		Grade & Pay Step Old		Grade & Pay Step New		
<b>SP-1</b>		<b>CAF-5</b>		<b>GS-5</b>		<b>CAF-10</b>		<b>GS-10</b>		<b>CAF-15</b>		<b>GS-15</b>		<b>CPC-5</b>		<b>CPC-5</b>
2020		SP-6		GS-6		4855.80	5000	5125	5350	5322	5500	5625	5800	2573.52	2674	
2086		CAF-1		GS-1		4981.20	5125	5350	5500	5357.40	5500	5625	5800	2548.76	2571	
2118		2218		3100.20	3225	5350	5500	5625	5800	5857.40	5900	6000	61800	2574	2634	
2284		2284		3225.60	3350	5357.40	5500	5625	5800	5857.40	5900	6000	61800	2709.24	2914	
2350		2350		3351	3475	5482.80	5625	5625	5800	5868.20	5750	5857.40	5900	2874.48	2994	
2423.04		2152	2440	3476.40	3600	5800	5900	5900	5900	5900	5900	5900	5900	2949.72	3074	
		2218	2350	3601.80	3725	5900	5900	5900	5900	5900	5900	5900	5900	3024.96	3154	
		2284	2350	3727.20	3850	5900	5900	5900	5900	5900	5900	5900	5900			
<b>SP-2</b>		<b>CAF-6</b>		<b>GS-6</b>		<b>P-4</b>		<b>CAF-11</b>		<b>GS-11</b>		<b>CAF-16</b>		<b>CPC-6</b>		<b>CPC-6</b>
2152		2284	2350	3852.60	3978	5900	5900	5900	5900	5900	5900	5900	5900	2799.24	2890	
2218		2284	2350	3978	4075	5900	5900	5900	5900	5900	5900	5900	5900	2949.72	3060	
2284		2350	2423.04	4075	4103.40	5900	5900	5900	5900	5900	5900	5900	5900	3024.96	3140	
2350		2423.04	2440	4103.40	4200	5900	5900	5900	5900	5900	5900	5900	5900	3100.20	3220	
2423.04		2440	2440	4200	4350	5900	5900	5900	5900	5900	5900	5900	5900	3175.44	3300	
2489.28		2489.28	2489.28	4350	4375	5900	5900	5900	5900	5900	5900	5900	5900	3250.68	3380	
2573.52		2573.52	2573.52	4375.20	4382	5900	5900	5900	5900	5900	5900	5900	5900			
<b>CAF-2</b>		<b>CAF-7</b>		<b>GS-7</b>		<b>P-5</b>		<b>CAF-12</b>		<b>GS-12</b>		<b>CPC-1</b>		<b>CPC-1</b>		<b>CPC-1</b>
<b>SP-3</b>		<b>SP-3</b>		<b>GS-2</b>		<b>CAF-13</b>		<b>GS-13</b>		<b>CPC-2</b>		<b>CPC-2</b>		<b>CPC-2</b>		<b>CPC-2</b>
2284		2284	2450	3727.20	3825	7600	7600	7600	7600	7600	7600	7600	7600	3024.96	3125	
2350		2350	2450	3825.60	3950	7600	7600	7600	7600	7600	7600	7600	7600	3100.20	3225	
2423.04		2423.04	2450	3978	4075	7600	7600	7600	7600	7600	7600	7600	7600	3175.44	3325	
2489.28		2489.28	2690	4103.40	4200	7600	7600	7600	7600	7600	7600	7600	7600	3250.68	3425	
2573.52		2573.52	2770	4200	4325	7600	7600	7600	7600	7600	7600	7600	7600	3351	3525	
2648.76		2648.76	2850	4354.20	4450	7600	7600	7600	7600	7600	7600	7600	7600	3476.40	3625	
2724		2724	2930	4479.60	4575	8150.40	8200	8200	8200	8200	8200	8200	8200	3601.80	3725	
<b>CAF-3</b>		<b>CAF-8</b>		<b>GS-8</b>		<b>P-6</b>		<b>CAF-13</b>		<b>GS-13</b>		<b>CPC-2</b>		<b>CPC-2</b>		<b>CPC-2</b>
<b>SP-4</b>		<b>SP-4</b>		<b>GS-3</b>		<b>CAF-14</b>		<b>GS-14</b>		<b>CPC-3</b>		<b>CPC-3</b>		<b>CPC-3</b>		<b>CPC-3</b>
2489.28		2489.28	2650	4103.40	4200	8808.75	9000	9000	9000	9000	9000	9000	9000	3225.60	3400	
2573.52		2573.52	2730	4200	4325	9108	9200	9200	9200	9200	9200	9200	9200	3351	3525	
2648.76		2648.76	2810	4375.60	4575	9405	9400	9400	9400	9400	9400	9400	9400	3476.40	3650	
2724		2724	2890	4605	4700	9407.25	9600	9600	9600	9600	9600	9600	9600	3601.80	3775	
2799.24		2799.24	2970	4730.40	4825	9706.50	9700	9700	9700	9700	9700	9700	9700	3727.20	3900	
2874.48		2874.48	3050	4855.80	4950	9706.50	9800	9800	9800	9800	9800	9800	9800	3852.60	4025	
2949.72		2949.72	3130	4950	5000	9706.50	9800	9800	9800	9800	9800	9800	9800	3978	4150	
<b>CAF-4</b>		<b>CAF-4</b>		<b>GS-4</b>		<b>P-7</b>		<b>CAF-14</b>		<b>GS-14</b>		<b>CPC-3</b>		<b>CPC-3</b>		<b>CPC-3</b>
<b>SP-5</b>		<b>SP-5</b>		<b>CAF-9</b>		<b>CAF-15</b>		<b>GS-15</b>		<b>CPC-4</b>		<b>CPC-4</b>		<b>CPC-4</b>		<b>CPC-4</b>
2724		2724	2875	4479.60	4600	10000	10250	10250	10250	10250	10250	10250	10250	3978	4150	
2799.24		2799.24	2955	4605	4725	10305	10330	10330	10330	10330	10330	10330	10330	4103.40	4275	
2874.48		2874.48	3035	4730.40	4850	10305	10500	10500	10500	10500	10500	10500	10500	4228.80	4400	
2949.72		2949.72	3115	4855.80	4950	10305	10500	10500	10500	10500	10500	10500	10500	4354.20	4525	
3024.72		3024.72	3195	4950	5000	10305	10500	10500	10500	10500	10500	10500	10500	4479.60	4650	
3100.20		3100.20	3275	5106.60	5225	10305	10750	10750	10750	10750	10750	10750	10750	4605	4775	
3175.44		3175.44	3355	5232	5350	10305	11000	11000	11000	11000	11000	11000	11000	4730.40	4900	